

school letterhead

Date: _____
today's date

Washington State Ferries,

Please accept this document as proof that _____
name of school

is traveling from _____ to _____ for a
terminal terminal

school sponsored function on _____. We are traveling with _____
event date number

buses / vans / cars with approximately _____ students and _____
number number

chaperones. Our contact person on this trip is _____.
contact person

Please apply the special school rate for this field trip.

Sincerely,

school principal or administrator